



## CHAPERONE Classification Specification

### **ESSENTIAL DUTIES:**

- Ensure students are safely seated throughout bus route
- Maintain appropriate student behavior
- Work with parents and staff regarding specific methods of assistance
- Individual positions may be responsible for some or all of the listed duties and/or other related duties

### **KNOWLEDGE OF:**

- Policies, procedures, and programs of the immediate work unit.
- Principles and practices of administration and management.
- Agency or program rules, regulations, and operating procedures.
- Bus evacuation procedures

### **SKILLED IN:**

- Proper lifting procedures
- Working with sensory impaired children
- Understanding written sentences and paragraphs in a word related document

### **ABILITY TO:**

- Communicate information and ideas effectively so others will understand
- Lift non-ambulatory students and equipment

### **SPECIAL CONDITIONS/REQUIREMENTS:**

- Must be able to pass FBI and State background check.
- Positions working directly with students must obtain CIT (Crisis Intervention Training), CPR, and First Aid certification
- Must be able to pass post offer physical
- Must pass beginning Sign Language course and/or Mobility Training

**Class Title:** Chaperone

**Occupational Group:** Operations

**Job Code:** GSD52011

**EEO Code:** 8

**Class Code:** 590

**Pay Grade:** 4

**FLSA:** NE

**Revision date:**

12/20/2007